



Job Description

Job Title:	Teaching Assistant
Location:	Percy Shurmer Academy
Hours of work:	Full Time
Reports to:	Senior Leadership Team

Purpose of the Role:

To promote and adhere to the Trust's values to be unusually brave, discover what's possible, push the limits and be big hearted.

Responsibilities:

- To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources.
- The primary focus will be to maintain good order and to keep pupils on task.

Duties

- To support the work of the Class Teacher, contribute to planning, development and decision making and undertaking related admin duties.
- Working with individuals or small groups of students under the direction of teaching staff.
- Establish positive relationships with students supported Support students with activities which support literacy and numeracy skills
- Support the use of ICT in the classroom and develop students' competence and independence in its use
- Promote positive student behaviour in line with school policies and help keep students on task
- Interact with, and support students, according to individual needs and skills and provide feedback in relation to attainment and progress under the guidance of the teacher
- Promote the inclusion and acceptance of students with special needs within the classroom ensuring access to lessons and their content through appropriate clarification, explanation and resources
- To participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on student progress and behaviour
- Monitor and record student activities as appropriate writing records and reports as required
- To support learning by arranging/providing resources for lessons/activities under the direction of the teacher
- Assist with the development and implementation of IEPs
- To attend to students' personal needs including help with social, welfare, physical and health matters
- Liaise with other staff and provide information about students as appropriate



- To supervise students for limited and specified periods including break-times and lunchtimes
- To understand and apply school policies

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Attend and participate in regular meetings
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Undertake planned supervision of pupils' out of school hours learning activities
- Supervise pupils on visits, trips and out of school activities as required

This job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of Academies Enterprise Trust.

Employee value proposition:

We passionately believe that every child can discover their own remarkable life. It's what motivates us around here. We know this vision requires something extra. Which is why at AET, you'll find more. More opportunities, so you can forge your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we're inspiring. Come inspire their remarkable with us.

Our values:

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment



2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

Academies Enterprise Trust and all of our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We adopt a robust, fair and consistent recruitment process which is inline with Keeping Children Safe in Education guidance. This includes online checks for shortlisted candidates. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check.

Equality, Equity, Diversity and Inclusion

At AET, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation. Join our family and help us inspire every child to choose a remarkable life.



Person Specification

Job Title: Teaching Assistant

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	<ul style="list-style-type: none"> • Very good numeracy/literacy skills - GCSE English and Maths level at C or above. 	<ul style="list-style-type: none"> • Appropriate first aid training • To have evidence of continuing and recent professional development relevant to the post.
Knowledge/Experience	Specific knowledge/experience required for the role	<ul style="list-style-type: none"> • Experience of working with children of relevant age. 	<ul style="list-style-type: none"> • Experience in EYFS Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these • Knowledge of Autism
Skills	Line management responsibilities (No.)	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> •
	Forward and strategic planning	<ul style="list-style-type: none"> • Ability to work to tight deadlines under pressure and to a high standard. • Ability to communicate effectively to a 	<ul style="list-style-type: none"> •



		variety of audiences, as appropriate.	
	Budget (size and responsibilities)	<ul style="list-style-type: none">• N/A	<ul style="list-style-type: none">•
	Abilities	<ul style="list-style-type: none">• Ability to work independently and use initiative• ICT skills, as appropriate.• Ability to stay calm under pressure• Ability to relate well to children and adults• Understanding of principles of child development and learning processes• Adaptable and flexible with the ability to work in a team	<ul style="list-style-type: none">• Full working knowledge of relevant polices/codes of practice and awareness of relevant legislation•
Personal Characteristics	Behaviours	<ul style="list-style-type: none">• Ability to communicate effectively and relate well to both children and adults	<ul style="list-style-type: none">•
	Values	<ul style="list-style-type: none">• Ability to demonstrate, understand and	



		<p>apply our values</p> <ul style="list-style-type: none">○ Be unusually brave○ Discover what's possible○ Push the limits○ Be big hearted	
Special Requirements		<ul style="list-style-type: none">● Successful candidate will be subject to an enhanced Disclosure and Barring Service Check● Right to work in the UK● Evidence of a commitment to promoting the welfare and safeguarding of children and young people	<ul style="list-style-type: none">●